

13 May 1994

**CHIEF OF SECURITY POLICE
(Selfridge ANGB)**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.
2. **Authority.** The AFI 31-series, formerly designated as the 125-series of Air Force (AF) and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for a Chief of Security Police work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.
3. **Applicability.** This standard only applies to peacetime operations. This standard only applies to Selfridge ANGB (SANGB), MI.
4. **Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 3 Jan 94.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor: N/A.
5. **Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
6. **Statement of Conditions.** The normal hours of operation for this work center are eight hours a day, five days a week. There are no other standard of living constraints that affect the daily operation of this work center.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**CHIEF OF SECURITY POLICE
(Selfridge ANGB)****DIRECT:****1. MANAGEMENT:****1.1. ADMINISTERS EMPLOYEE:**

1.1.1. HIRES CIVILIAN EMPLOYEE. Approves position description, reviews analysis worksheet, signs request for civilian hire, reviews personnel data, interviews applicant, and finalizes selection.

1.1.2. INDOCTRINATES NEW EMPLOYEE. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

1.1.3. OVERSEES ORGANIZATIONAL TRAINING PROGRAM.**1.1.4. RATES PERFORMANCE:**

1.1.4.1. PREPARES CIVILIAN EVALUATION. Analyzes position, position description, and work center goals; drafts performance plan, elements, and standards; discusses proposed performance plan with employee, finalizes performance plan, drafts substantiation of ratings, marks appraisal factors--manner of performance, and finalizes performance appraisal.

1.1.4.2. PREPARES ENLISTED EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

1.1.4.3. PREPARES LETTER OF EVALUATION. Reviews letter of evaluation notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.

1.1.4.4. INDORSES CIVILIAN APPRAISAL. Reviews civilian performance and promotion appraisal, reviews rebuttal letter, reviews indorsement, conducts quality review board, and finalizes indorsement.

1.1.4.5. INDORSES ENLISTED EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.

1.1.4.6. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

1.1.4.7. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

1.1.5. PREPARES SELECTIVE REENLISTMENT PROGRAM (SRP) CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes SRP consideration.

1.1.6. NOMINATES EMPLOYEE FOR AWARD. Reviews draft and signs final recommendation.

1.1.7. PREPARES ENLISTED AWARD NOMINATION. Reviews and returns award submission consideration letter, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

1.1.8. PREPARES ENLISTED DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as requested.

1.2. SUPERVISES EMPLOYEE:

1.2.1. SCHEDULES EMPLOYEE. Reviews work requirement, establishes priority, reviews personnel status, and approves annual leave and duty schedule.

1.2.2. DIRECTS THE PREPARATION OF STANDARD PUBLICATION OR OTHER DIRECTIVE. Reviews draft and signs final copy, directs annual review of base and unit regulation/supplement to higher headquarter's regulation, and reviews other official and technical publication or literature.

1.2.2.1. DIRECTS THE PREPARATION OF REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.

1.2.2.2. DIRECTS THE PREPARATION OF BULLETIN, POLICY LETTER, OR PROCEDURE.

1.2.2.3. DIRECTS THE PREPARATION OF PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.

1.2.2.4. DIRECTS THE PREPARATION OF PERFORMANCE STANDARD OR CHECKLIST.

1.2.3. COUNSELS SUBORDINATE EMPLOYEE. Counsels employee on performance and progress in career development and improvement; counsels and assists individuals with morale, welfare, or disciplinary problems; takes necessary corrective action required to maintain discipline; and responds to grievance when necessary.

1.2.4. COUNSELS ENLISTED MEMBER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.3. DIRECTS WORK CENTER ACTIVITY:

1.3.1. PRIORITIZES WORK. Sets priority for subordinate work centers.

1.3.2. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work.

1.3.3. COORDINATES ON WORK CENTER OR EMPLOYEE MATTER. Coordinates with supervisor or other unit agency on work center or employee matter.

1.3.4. ASSISTS SUBORDINATE WITH TECHNICAL PROBLEM. Assists subordinate in technical preparation of environmental plan, project book, base comprehensive plan, or other applicable document.

1.3.5. KEEPS WORK CENTER PERSONNEL INFORMED. Informs work center personnel on change affecting work center activity.

1.3.6. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

1.4. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and required action.

1.5. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

1.6. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on civil engineering operations and possible trends that require management action.

1.7. REVIEWS BUDGET ESTIMATE. Provides direction for subordinate's preparation of budget inputs, reviews justification, reviews budget program goal with financial manager and other supervisors, and responds to follow-on inquiry.

1.8. ORIGINATES ROUTINE CORRESPONDENCE. Reviews associated material, approves draft correspondence, and signs final correspondence.

1.8.1. PREPARES TECHNICAL PAPER OR REPORT.

1.8.2. PREPARES POINT, BACKGROUND, OR TALKING PAPER.

1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.

1.10. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety or fire hazard, or equipment conditions that require attention; signs report and forwards to proper agency.

1.11. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor and assists visitor in accomplishing task.

1.12. HOSTS MEETING, CONFERENCE, OR HIGHER HEADQUARTER'S VISIT.

2. MANPOWER AND PERSONNEL LISTING:

2.1. REVIEWS MANPOWER INFORMATION. Receives, reviews, and verifies information pertaining to personnel action and/or manpower authorization.

2.2. UPDATES LISTING. Determines change and approves update.

3. TRAVEL. Performs temporary duty travel to accomplish official job-oriented duty.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Chief of Security Police/FAC 4300SE			Y = 1 (Constant Manpower)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Security Police Mgr	8124	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											